



HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

MERIT PROMOTION PROGRAM / VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: NV-OKI-04-021A

TITLE/SERIES/GRADE: Public Works Contract Coordinator, GS-0301-07

SALARY: \$29,821 to \$38,767 per annum

OPEN DATE: 06-25-04

CLOSING DATE: Open Until Filled (1st Cut-Off 9
July 04 and then every 2 weeks
thereafter until filled)

LOCATION: Public Works Department Commander Fleet Activities Okinawa, Japan

RPA NUMBER (HRO use only): 6083984

NOTE: All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

NOTE: All requirements including but not limited to experience, time-in-grade, and education must be met by the closing date of the announcement.

AREA OF CONSIDERATION: OKINAWA-WIDE

- Current permanent DoD appropriated fund employees.
- Reinstatement eligibles: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation.
- Transfer eligibles: Current permanent, competitive non-Navy/Marine Corps Federal employee.
- Spouse and family members of military or civilian personnel of the Federal government residing in the commuting area **with SOFA status**, and other U.S. citizens residing on Okinawa.
- Compensable veterans with service connected disability of 30 percent or more; preference eligible veterans; and veterans who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service.
- Employment Program for People with Disabilities: Have a physical or mental impairment which substantially limits one or more major life activities.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles: Current or former employees displaced from non-DOD agencies.

NOTE:

- This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized. However, anyone on a transportation agreement with LQA entitlements may be granted continuance.

- Applications will be accepted from U.S. citizens residing on Okinawa who do not have SOFA status. However, referral for selection consideration will only be made if there are no qualified SOFA applicants.
- Position is subject to the provisions of the DoD Priority Placement Program.
- This announcement may serve to provide a supply of qualified applicants for this vacancy or for any other similar vacancy which may occur within 6 months of closing date.

SUMMARY OF DUTIES: The incumbent analyzes proposals from supplier and makes recommendations to terminate progress charts, obtains required insurance certificates. Checks the contractor for proof of apprenticeship registration. Obtains certification of funds from DFAS for cited fund increases before effecting modifications. Determines applicable procedures to be followed to effect collections from vendors in default for difference in price of items purchased on the open market and price contracted for. Performs contract administration for a group of contracts including fixed price, facility support contracts, simplified acquisitions and blanket purchase agreements. Responsible for the administration of annual budget requests for all funds under the control of CFAO PWD. Compiles, analyzes, and summarizes data (e.g., expenses, facilities, equipment, etc) under conditions of great uncertainty and difficulty due to technological developments, which have significant impacts upon substantive programs. Provides administrative assistance and services within PWD on matters pertaining to organization, administrative procedures, correspondence, reports and statistics, as well as budget and finance control.

METHOD OF EVALUATION: Qualified candidates will be evaluated based on the following knowledge, skills, and abilities:

- 1) Knowledge of basic procurement procedures and techniques to carry out recurring assignments involving formal advertising and negotiation methods.
- 2) Knowledge of contract administration principles and practices.
- 3) Knowledge of procurement regulations, procedures, and policies related to one or more procurement phases or functions
- 4) Skills in oral and written communication.

TIME IN GRADE RESTRICTION: Candidates must have completed 52 weeks of service at the GS-05 level for promotion to GS-07 level.

QUALIFICATION REQUIREMENTS: Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.

- 1) One full year of graduate level education or superior academic achievement **OR** one year of specialized experience equivalent to at least GS-05.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

OTHER REQUIREMENTS:

- 1) A one-year supervisory probationary period is required if applicant selected has not previously met this requirement.
- 2) If qualified based on education, applicant must provide official transcript.

- 3) Failure to provide all or the required information may result in an ineligible rating or may affect the overall rating.
- 4) Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to the overseas area.
- 5) Pay retention will be afforded to applicants recruited outside Okinawa who accepted a downgrade when there is no step in the lower grade that equals or exceeds their current basic rate of pay.
- 6) Male applicants born after December 31, 1959 are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
- 7) To meet qualification requirements when education is required or being substituted for experience when applicable, the following applies: At the time the education was obtained, the entire institution, applicable school within the institution, or the applicable curriculum was appropriately accredited by the U.S. Department of Education. Education completed outside the U.S. must have been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

HOW TO APPLY: Submit the following:

- 1) There is no specific format required. You may submit a resume, OF 612, or SF-171. However, if you submit a resume, it must contain all of the information required on the OF 612. All applications must have an original signature
 - 2) Most recent Performance Rating if current federal employee.
 - 3) **Separately list each KSA (Knowledge, Skill and Ability) in the order shown in this announcement and give examples of how and where you have demonstrated each.**
 - 4) Current SF-50 (or current NAFI/AAFES personnel action) showing type of appointment (applies to all current and former employees of the Federal government). Applicants who have repromotion eligibility must submit proof (SF-50) when applying.
 - 5) Veteran preference and non-preference veterans must submit member 4 copy of DD Form 214 (military discharge), which reflects the character of the discharge. Veterans claiming 10 point preference must submit an SF-15 and an official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, verifying to the veteran's present disability.
 - 6) Supplemental Questionnaire must be attached to application.
 - 7) All applicants must attach a copy of sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.
 - 8) Your current passport with SOFA stamp.
 - 9) Race and National Origin Identification, SF-181 (Optional).
 - 10) Declaration of Federal Employment, OF-306.
 - 11) Self-Identification of Handicap, SF-256 (Optional).
 - 12) Application must be received on or before the closing date of the Vacancy Announcement.
 - 13) Faxed applications and applications mailed in an official government envelope will not be considered.
- Military spouses within 30 days of PCSing to Okinawa may fax or mail their applications.** Incomplete applications may result in an ineligible rating or adversely affect your rating/ranking.
- 14) Inquiries concerning status of application may be made within two weeks after closing date.

WHERE TO APPLY: Human Resources Office, Bldg. 3597, Okinawa Satellite Office, Kadena Air Base

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 046-816-8187.

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